

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

2 June 1972

To: All Training Officers of the Agency

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES
1972 Fall Semester

Schedules and procedures for Agency employees being sponsored for part-time academic training at local colleges and universities (Fall Semester 1972) are outlined below. In order to receive a tuition advance, employees must follow this schedule. Questions on the composite tuition advance may be directed to OTR/ISS/AIR, extension [REDACTED]

25X1A

Friday, 11 August 1972: Form 136, Request for Training at Non-Agency Facility, must be in OTR/ISS/AIR by this date if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Employees who submit requests after 11 August will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

Wednesday, 23 August 1972: Tuition advances will be distributed in Room 4F-31, Headquarters, between 1330 and 1530 hours. Instructions for accounting will be included in a briefing sheet.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, job title, cover status, approving signatures, certification of funds, entrance-on-duty date, etc.).

(Over, please)

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1972 FALL SESSION
SCHEDULE--WASHINGTON AREA UNIVERSITIES

<u>NAME</u>	<u>REGISTRATIONS</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	7 - 9 Sept	11 Sept
Off Campus (Consult Off-campus schedule)	Various	
<u>Catholic University</u>	7 - 9 Sept	11 Sept
<u>U.S.D.A Graduate School</u>	26 Aug - 1 Sept	9 Sept
<u>Federal City College</u>	19 - 22 Sept	25 Sept
<u>George Mason University</u>	30 - 31 Aug Transfer & returning students 5 - 6 Sept Freshmen	7 Sept
<u>George Washington University</u>		
On Campus	7 - 9 Sept	11 Sept
Off Campus (Consult Off-campus schedule)	Various	
<u>Georgetown University</u>	5 - 6 Sept	7 Sept
<u>Howard University</u>	5 - 8 Sept	11 Sept
<u>Montgomery College</u>	22 - 24 Aug	28 Aug
<u>Northern Virginia Community College</u>	18 - 20 Sept	25 Sept
<u>Prince George's Community College</u>	23 Aug	30 Aug
<u>University of Maryland</u>		
On Campus	26 - 29 Aug	30 Aug
Off Campus (Consult Off-campus schedule)	Various	
Evening	5 - 8 Sept	9 Sept
<u>University of Virginia, Northern Virginia Center</u>	23 Aug - 13 Sept	18 Sept

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